



TO: WIB Directors

FROM: Alan D. Degner
Commissioner

DATE: March 28, 2003

SUBJ: DWD Policy 2002-20
Local and Regional Workforce Development Plan Instructions

RE: Funding that flows through the workforce investment boards

Frank O'Bannon, Governor
Alan D. Degner, Commissioner

Dept. of Workforce Development
Indiana Government Center South
10 North Senate Avenue
Indianapolis, IN 46204-2277
Phone: 317/232-7670
FAX: 317/233-4793
TDD: 317/232-7560
<http://www.workforce.IN.gov>
An Equal Opportunity Employer

Purpose

To condense and reissue the instructions for the 5-year local and regional workforce development plan. **The instructions now include a due date of June 1st for the operational attachment to the local workforce development plan.**

Rescission

DWD Communication 2000-21, issued February 12, 2001
DWD Communication 98-39, Change 5, issued May 9, 2000
DWD Communication 98-39, Change 4, issued November 12, 1999
DWD Communication 98-39, Change 3, issued July 14, 1999
DWD Communication 98-39, Change 2, issued March 18, 1999
DWD Communication 98-39, Change 1, issued February 19, 1999
The Local and Regional Workforce Development Plan instructions and template included in the Planning Guidance issued in 1999.

Content

Overview

The Adult and Dislocated Worker programs contained in Title I of the Workforce Investment Act (WIA) of 1998 were implemented in Indiana on July 1, 1999 and the Title I WIA Youth program started April 1, 2000. WIA in Indiana has been implemented based on the following principles:

- Indiana's vision is to have the most qualified, high performance workers in the nation and the most user friendly, public-private system for customers (students, workers and employers) to access the resources they need for lifelong learning and training.
- Indiana's economic and workforce goals are centered around three investment priorities:
 - Development of regional economies
 - Development of support of the existing workforce
 - Development of the future and potential workforce.

The cornerstones of WIA implementation in Indiana are provided below:

- The workforce investment system will be built on demand side strategies.
- Planning regions based on labor markets will be the basis for planning rather than workforce service areas.
- Outcome measures that reflect the full impact of workforce investments in the region will be developed.
- Local Workforce Investment Boards (WIBs), in partnership with local elected officials, will have broad planning, goal setting, policy, and oversight authority across funding streams, and accountability for performance responsibilities.
- Indiana's workforce investment system will have easily accessible services that emphasize lifelong learning, personal responsibility, ~~transferable skills~~ and training for occupations in demand.

Legislative Requirements - Submittal and Approval Processes

SUBMITTAL

Section 118(a) -- "Each local board shall develop and submit to the Governor a comprehensive 5-year local plan (referred to in this title as the "local plan"), in partnership with the appropriate chief elected official. The plan shall be consistent with the State plan."

APPROVAL

Section 118(d) -- "A local plan submitted to the Governor under this section shall be considered to be approved by the Governor at the end of the 90-day period beginning on the day the Governor receives the plan, unless the Governor makes a written determination during the 90-day period that -

(1) Deficiencies in activities carried out under this submittal have been identified, through audits conducted under section 184 or otherwise, and the local area has not made acceptable progress in implementing corrective measures to address the deficiencies; or

(2) The plan does not comply with this title."

The Indiana Department of Workforce Development (DWD) has been designated as the state agency to oversee the local workforce development plan approval process. State-level One-Stop Partners will assist in the reviews of each local workforce investment plan. Local Workforce Investment Boards (WIBs)/Chief Elected Officials may be requested to provide clarification to specific sections of the local workforce investment plan. In those cases, conditional approval of the local workforce investment plan will be provided pending

satisfactory receipt of the clarifications.

Resources

The local workforce investment plan will describe strategic direction and coordination of services provided by the following: programs authorized under Subtitle B of Title I of the Workforce Investment Act (WIA); programs authorized under the Wagner-Peyser Act (29 USC 49 et seq.) (WIA section 121(b)(1)(B)(ii)); adult education and literacy activities authorized under Title II of WIA (WIA section 121(b)(1)(B)(iii)); Parts A and B of Title I of the Rehabilitation Act of 1973 (29 USC 720 et seq.) (WIA section 121(b)(1)(B)(iv)); Section 403(a)(5) of the Social Security Act (42 USC 603(a)(5) et seq.) (as added by section 5001 of the Balanced Budget Act of 1997) (WIA section 121(b)(1)(B)(v)); Title V of the Older Americans Act of 1965 (42 USC 3056 et seq.) (WIA section 121(b)(1)(B)(vi)); post secondary vocational education activities authorized under the Carl D. Perkins Vocational and Applied Technology Education Act (20 USC 2301 et seq.) (WIA section 121(b)(1)(B)(vii)); Chapter 2 of Title II of the Trade Act of 1974 (19 USC 2271 et seq.) (WIA section 121(b)(1)(B)(viii)); Chapter 41 of Title 38, United States Code (WIA section (b)(1)(B)(ix)); employment and training activities carried out under the Community Services Block Grant Act (42 USC 9901 et seq.) (WIA section 121(b)(1)(B)(x)); programs carried out by the Department of Housing and Urban Development (WIA section 121(b)(1)(B)(xi)); and programs authorized under State unemployment compensation laws (in accordance with applicable Federal law) (WIA section 121(b)(1)(B)(xii)) and any others at local discretion.

The local workforce investment plan will provide the WIBs strategy and not be a description of "processes" as was provided in the local plans of service under the Job Training Partnership and Wagner-Peyser Acts. The Memorandums of Understanding (MOUs) signed between the local WIB and the One-Stop Partners will operationalize service delivery.

Regional Planning

Indiana requires planning for workforce investment activities to be done for each labor market region. Therefore, if the area does not represent a labor market region, regional planning will need to occur to ensure labor market areas are addressed.

The State recognizes that some planning will need to occur within each local workforce investment area to encompass the unique needs of the local area. Additionally, some planning will need to occur regionally to encompass the labor market region. As examples, the local plan section on "Outcomes" (Page A1) will need to be developed jointly as outcomes affect the entire labor market region. On the other hand, the local plan section on

"Leadership" (Page B1) should be developed by each local WIB. Identification of the sections to be completed jointly follow:

Section A - WIA System Outcomes (jointly)
Section B – Leadership (individually)
Section C - Assessment of Planning Regions (jointly and individually)
Section D - Resources Available to the Planning Region (jointly and individually)
Section E - Current and Projected Employment Opportunities (jointly and individually)
Section F - Necessary Job Skills (jointly and individually)
Section G - Sharing of Employment Statistics (jointly)

WIBs will conduct regional planning based on the following definition from Section 116(c)(5)(A): "A combination of local areas that are partly or completely in a single labor market area, economic development region, or other appropriate contiguous subarea of a State, that is designated by the State... "

The WIBs for the counties designated below will conduct regional planning:

The WIBs overseeing workforce development activities in the Counties of Lake, Porter, LaPorte, Newton, Jasper, Starke, and Pulaski are required to conduct regional planning and will submit one local workforce development plan.

The WIBs overseeing workforce development activities in the Counties of Grant, Madison, Blackford, Delaware, Henry, Jay, and Randolph are required to conduct regional planning and will submit one local workforce development plan.

The WIBs overseeing workforce development activities in the Counties of Marion, Boone, Hamilton, Hendricks, Morgan, Johnson, Shelby, and Hancock are required to conduct regional planning and will submit one local workforce development plan.

The WIBs overseeing workforce development activities in the Counties of Vermilion, Parke, Putnam, Vigo, Clay, and Sullivan are required to conduct regional planning and will submit one local workforce development plan.

The WIBs overseeing workforce development activities in the Counties of Owen, Monroe, Brown, Bartholomew, Greene, Lawrence, Jackson, and Jennings are required to conduct regional planning and will submit one local workforce development plan.

The WIBs overseeing workforce development activities in the Counties of Knox, Daviess,

Martin, Gibson, Pike, Dubois, Posey, Vanderburgh, Warrick, Spencer, and Perry are required to conduct regional planning and will submit one local workforce development plan.

Indiana will negotiate area adult, dislocated worker, and youth performance indicators under Title 1 for each area as well as over-arching regional performance outcomes for workforce investment activities.

To the extent feasible, employment statistics, information about employment opportunities and trends, and other types of information that would assist in improving the performance of all counties in the designated region on local performance measures will be shared between the local WIBs designated for regional planning.

Workforce investment activities authorized under this subtitle, including the provision of transportation and other supportive services, will be coordinated by the WIBs designated for regional planning, so that services provided through the activities may be provided across area lines within the designated region.

Plan Directions

A template for the local workforce investment plan is enclosed. Each page of the template contains a component of the local workforce investment plan. The local response is to be placed below the component. Begin each component on a new page. Please note that the pages are numbered in the upper right hand corner. Also note that components contain a recommended maximum length per area and/or regional response so as not to make the local workforce investment plans overly cumbersome.

These instructions include Attachment A to the local workforce investment plan. Attachment A requests certain operational information that is to be provided to DWD by April 1st each program year. A template is provided for the requested operational information. The operational information supercedes any information in the local workforce investment plan that differs. The completed template should be sent to William R. Miller, Director, WIA Administration; Department of Workforce Investment; 10 N. Senate Avenue, Room SE304; Indianapolis, IN 46204 or by email at wmliller@dwd.state.in.us.

Attachment B provides guidance concerning the content of each Memorandum of Understanding. Attachment C provides guidance on the local priority ranking system.

Effective Date

This policy is effective upon signature of the policy.

Ending Date
June 30, 2004

Ownership
WIA Administration Unit has ownership of this policy.

Action
Attachment A, the operational portion of the local workforce investment plan is due to DWD on later than June 1, 2003. (For 2003, June 1 falls on a Saturday. Therefore, the operational attachment is due by close of business June 3, 2003.) WIB Directors are encouraged to update other sections of the local workforce investment plan, as necessary.

Attachments
ADD:JMB/locplan.doc

WIB Directors
March 28, 2003
Page 7 of 22

State of Indiana

Workforce Investment Act of 1998

Local Area & Regional Plan Template

Region _____

Local Workforce Investment Plan

July 1, 1999 through June 30, 2004

Area _____

Chief Elected Official

Workforce Investment Board Chair

Typed Name

Typed Name

Signature

Signature

Area _____

Chief Elected Official

Workforce Investment Board Chair

Typed Name

Typed Name

Signature

Signature

WIA System Outcomes

Please identify the process by which the WIB(s) will establish baseline measures and regional goals over the next 6 months. Regional goals are those goals established by the WIB(s) to develop the regional economy and are not performance measures for any single funding source. Please review the document entitled, "Indiana's Workforce Investment Priorities."

To be completed jointly by all WIBs in a planning region.

(Recommended maximum 3 pages per region. Subsequent pages will be numbered A2, A3, etc.)

Leadership

Please describe how the WIB will engage employers and labor in the One-Stop system.

Please describe how the WIB will involve the community in discussions and ensure broad system input in establishing goals.

(Recommended maximum 2 pages per area. Subsequent pages will be numbered B2, B3, etc.)

Assessment of Planning Region

Please describe the workforce investment needs of businesses, jobseekers, and workers in the planning region and how these needs were determined.

To be completed jointly by all Boards in a planning region and individually for each area that is wholly or partially in the region.

(Recommended maximum 3 pages per area and/or region. Subsequent pages will be numbered C2, C3, etc.)

Page D1

Resources Available to the Planning Region

Please identify the amount and the type of funding of each one-stop partner.

Identify the gaps where the amount of funding does not meet the workforce investment needs of businesses, jobseekers, and workers in the planning region.

Describe the actions to be taken by the Board to address the gaps.

Describe how the WIB will allocate funds equitably to the urban and rural areas of the area, and how it will re-allocate resources in the event of under-expenditures in some areas, major dislocations, or unanticipated conditions or events.

To be completed jointly by all Boards in a planning region and individually for each area that is wholly or partially in the region.

(Recommended maximum 4 pages per area and/or region. Subsequent pages will be numbered D2, D3, etc.)

Page E1

Current and Projected Employment Opportunities

Please describe current employment opportunities in the planning region and indicate the data source(s) used for identifying the employment opportunities.

Please describe projected employment opportunities in the planning region and indicate the data source(s) used for projecting the employment opportunities. Please indicate the time frame of the projection.

To be completed jointly by all Boards in a planning region and individually for each area that is wholly or partially in the region.

(Recommended maximum 5 pages per area and/or region. Subsequent pages will be numbered E2, E3, etc.)

Necessary Job Skills

Please identify the job skills necessary to obtain the current and projected employment opportunities.

To be completed jointly by all Boards in a planning region and individually for each area that is wholly or partially in the region.

(Recommended maximum 3 pages per area and/or region. Subsequent pages will be numbered F2, F3, etc.)

Sharing of Employment Statistics

Please describe how the WIBs designated for regional planning will share, to the extent feasible, employment statistics, information about employment opportunities and trends, and other types of information that would assist in improving the performance of all counties in the designated region on local performance measures.

To be completed jointly by all WIBs in a planning region.

(Recommended maximum 2 pages per region. Subsequent pages will be numbered G2, G3, etc.)

Overview of One-Stop System

Please describe the one-stop delivery system to be established or designated in the area. Include the vision for "access" to services of the One-Stop partners.

Describe:

- a. How the WIB has involved all the One-Stop partners in the development of the local area and regional plan; or
- b. How all the One-Stop partners will work together to refine and improve customer service by enhancing the Memoranda of Understanding over the next few months.

(Recommended maximum 7 pages per area. Subsequent pages will be numbered H2, H3,

etc.)

Page I1

Continuous Improvement

Please describe how the WIB will ensure the continuous improvement of eligible providers of services through the system and ensure that such providers meet the employment needs of local employers and participants.

(Recommended maximum 3 pages per area. Subsequent pages will be numbered I2, I3, etc.)

Page J1

Adult and Dislocated Worker Activities

Describe and assess the type and availability of adult and dislocated worker employment and training activities in the area. Include a description of the local Individual Training Account (ITA) system and the procedures for ensuring that exceptions to the use of ITA's, if any, are justified under WIA Section 134(d)(4)(G)(ii) and 20 CFR Part 663.430.

Describe the process through which the priority provisions at WIA Section 134(d)(4)(E) and 20 CFR Part 663.600 are implemented. The priority applies to adult funds for intensive and training services only. (See Attachment B for complete information.)

Describe how the WIB will determine how to apportion funds among core, intensive, and training services.

(Recommended maximum 5 pages per area. Subsequent pages will be numbered J2, J3, etc.)

Page K1

Coordination with Rapid Response

Please describe how the WIB will coordinate workforce investment activities carried out in the area with statewide rapid response activities, as appropriate.

(Recommended maximum 2 pages per area. Subsequent pages will be numbered K2, K3,

etc.)

Page L1

Youth Activities

Please describe and assess the type and availability of youth activities in the region, including how successful youth providers will be identified.

(Recommended maximum 5 pages per area. Subsequent pages will be numbered L2, L3, etc.)

Page M1

Procurement

Please describe the competitive process to be used to award the grants and contracts in the area for activities carried out under Title I of WIA. Include the process to be used to procure training services that are made as exceptions to the Individual Training Account process (WIA Section 134(d)(4)(G)). This is separate from the selection of the One-Stop operator. One-Stop operators are not necessarily required to provide any services under Title I of WIA.

(Recommended maximum 3 pages. Subsequent pages will be numbered M2, M3, etc.)

Page N1

Fiscal Agent for each Area

Please provide the following information on the entity responsible for the disbursement of grants funds described in Section 117(d)(3)(B)(i)(III), as determined by the Chief Elected Official under section 117(d)(3)(B)(i).

Area _____

Name _____

Title_____

Organization_____

Address_____

Phone_____

Fax_____

E-mail Address_____

Assurance is provided that if the Fiscal Agent is not a current grantee of DWD, the WIB has a copy of the most recent audit and indication of the status of the resolution and will provide copies to DWD upon request.

Page O1

Performance

Please provide the local levels of performance to be negotiated with the Governor and Chief Elected Official pursuant to section 136(c), to be used to measure the performance of each area and to be used by the local WIB for measuring the performance of the local fiscal agent (where appropriate), eligible providers, and the One-Stop delivery system, in the region.

Page P1

Opportunity for Public Comment

Please describe the process used by the WIB, consistent with Section 118(c), to provide an opportunity for public comment, including comment by representatives of business and comments by representatives of labor organizations, and input into the development

of the local plan, prior to submission of the local workforce investment plan.

(Recommended maximum 2 pages per area. Subsequent pages will be numbered P2, P3, etc.)

Page Q1

Memoranda of Understanding (MOUs)

Please attach a copy of each Memorandum of Understanding signed between the WIB and each One-Stop partner.

Page R1

Public Comment

Please submit any comments received by the local WIB from the public, including comments from representatives of business and labor organizations that represent disagreement with the local workforce investment plan.

Attachment A

Operation Direction for the 5-Year Strategic Plan
Program Year _____(July 1, _____ to June 30, _____)

1. Please describe how the WIB is coordinating with other councils and those councils' strategic plans in the community. For example, how do community leaders plan to meet the workforce and economic development needs of their area?
2. Please describe the WIB's process for separating from program delivery, as appropriate.
3. Review and revise the percentage of funds that the WIB apportioned among core, intensive, and training services, as appropriate.
Provide the rationale for the apportionment, i.e., how such a portion of funds will assist the WIB to meet the workforce development needs of the region.
4. Describe the client flow from core to intensive to training, including identifying the gateways and how it is determined a client "is unable to find employment" and is determined "to be in need of more services to obtain employment." Use a flow chart.
5. Review and revise the amount(s) identified by the WIB for "self sufficiency," as appropriate. The amount may be different between adults and dislocated workers.

Provide the WIB's rationale for selecting the amount(s) for self sufficiency.

6. Describe the outreach and recruitment plan for each one-stop center in the workforce service area. In addition, describe how services will be rendered when limited English proficient persons make a request for an interpreter.
7. Describe how equal opportunity monitoring of subrecipients will be accomplished to ensure compliance with the nondiscrimination requirements.
8. Please complete the following chart. This is not an item for compliance but for planning purposes. Describe how the planned numbers correlate with the goals of

the WIB and the percentage of funds apportioned among core, intensive, and training services.

PY ____ Planned Services Funded by WIA – Adult and Dislocated Workers

Service	WIA Adult	WIA Dislocated Worker
Core – Non-registered		
Core – Registered		
Intensive		
Training		

PY ____ Planned Services Funded by WIA – Youth

Program	WIA Youth 14-18	WIA Youth 19-21
Objective assessment completed		
Service strategy developed		
Other youth programs*		

Section 129(c) of WIA

* - Other youth programs include:

- prepare for post-secondary education opportunities;
- linkages with academic and occupational learning;
- prepare for unsubsidized employment opportunities; and
- connect with intermediaries with strong links to job markets and employers.

Memorandum of Understanding Format

A Memorandum of Understanding (MOU) will be developed and signed between the Workforce Investment Board (with the agreement of the Chief Elected Official) and each One-Stop partner and will describe the operation of the One-Stop system. The MOU will also contain the provisions found at WIA Section 121(c)(2) relating to the services to be provided through the One-Stop delivery system; the funding of the services and operating costs of the system; and methods for referring individuals between the One-Stop operators and partners. The MOU will also determine the duration and procedures for amending the MOU. Local areas may develop an umbrella MOU covering all partners and the WIB or separate MOUs between each partner and the WIB. In many areas, the umbrella approach may be the preferred means to facilitate a comprehensive and equitable resolution of the operational issues relating to the One-Stop. The One-Stop partners and WIBs are to seek assistance from the appropriate State agency (ies) and the Governor should an impasse situation occur.

A MOU between the One-Stop operator(s) and the WIB will also be signed. The operator is responsible for the administration of the One-Stop center and the role may range from simply coordinating service providers in the center to being the primary provider of services at the center. The MOU will define the exact role of the operator. In those cases where the operator is a consortium of One-Stop partners, the MOU will describe the inter-relationship between the partners in fulfilling the responsibilities of the operator.

If all content requirements for the MOUs are contained in the One-Stop business plan, there is no need for separate MOUs, as long as all partners sign the business plan. If the business plan and MOUs are combined into one document, then the business plan(s) **will** be submitted to DWD as an addendum to the local workforce investment plan.

Each MOU shall contain the following provisions:

Identifiers

Identify the entity that will be entering into the MOU with the WIB. Indicate the funding sources covered by this MOU.

Provision of services

Identify the services to be provided through the One-Stop delivery system by the partner.

Identify the services currently provided by each One-Stop partner through the One-Stop Center(s) (e.g., itinerant intake services one day per week.)

Describe how each One-Stop partner will work with the WIB over the coming year to either develop new access or improve upon existing access.

Operating costs for the local one-stop system

Identify how the costs of the services listed above and the operating costs of the One-Stop system will be funded. Direct and indirect costs will be charged in accordance with the cost principles appropriate to the funding source.

Please briefly describe any financial or non-financial arrangement that currently exists with a One-Stop partner.

Have each One-Stop partner assure that they will work with the WIB and the State over the next year to work out funding of operational costs pursuant to federal guidelines.

Referral of clients

Describe how individuals will be referred for appropriate services and activities between the One-Stop operator and the One-Stop partner.

Duration

Indicate the duration of the MOU.

Procedures for amending

MOUs may be amended to add or delete partners based on performance outcomes, and/or changes in client needs. Please describe the procedures for amending the MOU.

Goals

Please describe what the Board will do to assist the One-Stop partner to be successful.

Please describe what the One-Stop partner will do to assist the Board to be successful.

Please indicate the resource specific performance expectations and how the partner will keep the WIB apprised of progress in meeting these measures and standards.

Equal Opportunity and Nondiscrimination Obligation

Equal Opportunity Assurances

The parties to this agreement will assure that it will fully comply with the nondiscrimination and equal opportunity provisions of Section 188 of WIA and its implementing regulations at 29 CFR Part 37. These regulations prohibit discrimination because of race, color, religion, sex, national origin, age, disability, or political affiliation or belief in both participation and employment. In the case of participants only, it prohibits discrimination based on citizenship, or his or her participation in any WIA Title I-financially assisted program or activity.

Discrimination Complaint Procedures

The parties to this agreement will assure those complaints alleging discrimination on any of the above bases will be processed in accordance with 29 CFR Part 37.76 and related sections. The Department of Workforce Development will issue a revision to complaint procedures policy (DWD Communication 99-20) developed pursuant to this section and approved by the U. S. Department of Labor's Civil Rights Center. The revision will provide detailed instructions on the specific steps to be followed in processing discrimination complaints in the One-Stop delivery systems.

Accessibility and Reasonable Accommodation

Pursuant to 29 CFR Part 37.7 through 37.10, the parties to this agreement will assure that the following is provided in the One-Stop delivery systems:

- a. Facilities and programs are architecturally and programmatically accessible;
- b. Reasonable accommodations for individuals with disabilities;
- c. The method of which costs will be allocated for making reasonable accommodations (i.e., shared or paid by one entity.)

Obligation to Provide Notice

The parties to this agreement will provide ongoing and continuing notification that it does not discriminate on any of the prohibited basis in accordance with 29 CFR Parts 37.29 through 37.34 of the implementing regulations for Section 188 of WIA.

Signatures

Please include the signatures, typed names, and titles of the individuals of the One-Stop partner/designee and the WIB Chair/designee.

Attachment C

Limited Funding/Priority Ranking System

Section 134(d)(4)(E) of the Workforce Investment Act (WIA) states:

“In the event that funds allocated to a local area for adult employment and training activities under paragraph (2)(A) or (3) of section 133(b) are limited, priority shall be given to recipients of public assistance and other low-income individuals for intensive services and training services. The appropriate local board and the Governor shall direct the one-stop operators in the local area with regard to making determinations related to such priority.”

The State Plan now indicates that each local Workforce Investment Board (WIB), using State and any additional local criteria, must determine whether intensive and training funds are limited for adults and describe such in the local workforce investment plan. Funds are not limited if there is another resource that is available and more appropriate and accessible for that individual. For example, if a Temporary Assistance for Needy Families (TANF) eligible individual is referred to TANF and enrolled and served by that resource, then funds were not limited for that individual. One-Stop Centers shall establish a feedback loop to determine effectiveness and outcome of the referral. The individual does not have to be enrolled in WIA if not accepted by the other funding source. All enrollees must still be determined appropriate for WIA. The individual must simply be prioritized among all those deemed appropriate. The priority may be applied on a daily, weekly, monthly, or whatever basis is determined by the WIB. Additionally, we are defining criteria for limitation in terms of funds available to meet the training needs of targeted populations relative to the amount of funds available to train non-targeted populations. Each local workforce development plan must indicate how the WIB will determine whether funds are limited.

If the WIB determines that intensive and training funds are limited, then the WIB must develop and describe a priority ranking process in the local workforce investment plan consistent with state guidelines for priority. Priority rankings does not mean that ONLY those prioritized may be served, but that they must be given first consideration. A priority ranking scale could include weighted items for things like: is not making a “living wage” relative to family size; is interested in pursuing a job that is in critical demand in the regional economy; disabled veteran; single parent; less than a high school education, etc. These rankings would be *in addition* to the priorities the State established in the State plan. Priority ranking may not be based on residency.

The local priority processes shall incorporate the following State priorities:

- Former or current TANF recipients who are working but who need General Equivalency Degree (GED) or occupational skill training to increase their wages.
- Food Stamp recipients who are working and who need GED or occupational skill training to increase their wages.
- Low income individuals not eligible for TANF or Food Stamps and who need GED or occupational skill training.
- The working poor who need GED or occupational skill training to increase their wages.

Each local workforce development plan must indicate the criteria the WIB will use to make the determination that the priority is in effect. The local plan will also indicate if adult intensive and training funds are limited. If limited, the local plan will include the local priority ranking system, which is in addition to the State's priority ranking system.